

Massachusetts STEP Grant Program

Eligible and Ineligible Activities

Eligible Activities Under the Program

- Overseas trade show or conference exhibition and directly related expenses (e.g., booth space, shipping charges, carnets, attendance in conjunction with exhibiting, space to deliver technical sales seminars, etc.)
- US Department of Commerce Gold Key and other in-country services
- Government-organized foreign trade missions with a business matchmaking element
- Direct international regulatory or standards compliance costs (e.g., product testing for foreign standards compliance, foreign government registrations, ITAR registrations for exporters, etc.)
- Translation of web sites or marketing materials*
- Targeted advertising in overseas industry trade publications; foreign wire service subscriptions*

** Not to exceed a combined maximum of \$3,000*

Ineligible Activities Under the Program

- Any expenses incurred outside of Federal FY 2018 (10/1/2017-9/30/2018)
- Travel, lodging, meals and other related expenses for international business development**
- Attendance only at overseas trade shows or conferences (must exhibit to be eligible)
- Domestic trade show or conference participation
- Advertising in domestic publications
- Domestic export development activities, such as training, market research, and certain U.S. Department of Commerce services, such as the International Partner Search**
- Consulting fees, legal fees, PR fees, staffing and other staff-equivalent costs
- Product modifications or localization for export markets
- Global intellectual property protection costs (e.g., overseas patent, trademark or copyright filings)
- Routine export operational costs (production for overseas orders, shipping, packing, and other export transactional costs)

*** Some of these expenses may be used as part of the company's required export development match.*

Note: Applications for vague or ineligible activities will be automatically disqualified.

For further guidance, visit www.mass.gov/export/step,
or call the Massachusetts Export Center at 617-973-8664.